

Clerk of the Circuit Court for Frederick County	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2274</u> Forward three (3) copies to address at left.
Court		
100 West Patrick Street, Frederick, MD 21701		
County FREDERICK Date 06-22-12		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal records, General Accounting Records	2330	II-1	Oct 2004 – June 2009	14	8.31.12	shred
	Fiscal records, Miscellaneous Accounting Records	2330	II-5	Nov 1994 – June 2009	78	8.31.12	shred
	Fiscal records, Payroll Accounting Records	2330	II-4	June 2003 – December 2007	5	8.31.12	shred
	Fiscal records, Business License Records <i>DOES NOT INCLUDE LICENSE LEDGERS OR REGISTERS</i>	2330	II-6	May 2001 – April 2008	5	8.31.12	shred

Destruction Approved by Maryland State Archives

7/9/2012
Date

Edward C. Green
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Shandra K. Dalton Clerk 9/4/12
Signature of Court Official Title Date